



OFFICE OF LAND QUALITY

USING the ARM EASITRAK SOFTWARE for HAZARDOUS WASTE BIENNIAL REPORTING

Go to the following website to download the software and instructions:

http://www.arminc.net/ARM_Easitrak2k1_Download.asp.

- ♦ Be sure to download the Indiana version
- ♦ A web based version of the software is available from ARM, but due to contractual obligations, Indiana cannot use this version. You must download the PC version.
- ♦ A hardcopy of the Handler ID form must be submitted with the electronic submittal.

ASSISTANCE

You should contact ARM for information about the installation and use of the software. Contact ARM through e-mail at info@arminc.net; fax: 205-252-1352 or phone: 205-252-1054 ext 12.

Questions regarding the data entered into the software should be directed to the Office of Land Quality staff.

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SOME NOTES ABOUT THE SOFTWARE

You should read the instructions provided by ARM thoroughly before using the software. The following notes are provided to highlight a few confusing items.

GENERAL

- ♦ The printed forms are numbered and arranged like the EPA forms rather than the Indiana forms. They contain all of the same data; only the section and items numbers are different.
- ♦ You must be sure the facility name is highlighted in order for any of the entered pages to show up in the list box.
- ♦ Always be sure to click on the SAVE button or your data will be lost.

ID form

- ♦ The only fields Indiana requires on the ID form are: Name, location address, mailing address, NAICS code, contact name and phone number, and a certification name and phone number. The Handler ID form which was sent to your facility in November 2001 should be submitted in hard copy along with your electronic submittal.
- ♦ After entering the site name and location address be sure to save and then use the <Go to SI form> button to finish completing the ID form.

GM FORM

- ♦ The code for labpacks is at the end of the list of D waste codes
- ♦ Indiana does not have any state specific waste codes.
- ♦ The data on Section 1 must be saved before you can move to the tab for sections 2 and 3.
- ♦ Don't forget to complete section 2 and 3 for either on-site management or off-site shipment.

WR FORM

- ♦ After the Save button has been used a blank screen appears.
YOU CANNOT ENTER YOUR NEXT WASTE STREAM HERE. If you enter data the waste stream you just entered will be overwritten. You must first close the window and then select <ADD> in order to create a new WR form

OI FORM

Indiana requires that this be submitted.



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EASITRAK ELECTRONIC SUBMITTAL INSTRUCTIONS & FORM 2001 Hazardous Waste Biennial Report

After you have entered all of your data into EasiTrak and created the flat files you should submit the report using the following procedures.

1. Send a hard copy packet to Jenny Ranck Dooley containing the following items.

- ♦ the Handler ID form
- ♦ this submittal form
- ♦ the WM and CC forms (if these are required from your facility)
- ♦ a diskette or CD with the data (if desired instead of e-mail)

2. Send an e-mail containing the data files to JRDOOLEY@DEM.STATE.IN.US

As soon as we receive the e-mail and the hard copy packet the data will be entered into the database.

RCRA ID _____

Handler Name _____

Date of e-mail submittal _____

Files submitted:

___ CL: control file	___ GM1: Waste measurement	___ WR1: Waste received
___ SI1: Site ID	___ GM2 : Waste codes	___ WR2: Waste codes
___ SI6: NAICS code	___ GM4 : Off site management	___ OI1: Off-site info
___ SI7: Certification	___ GM5: On-site management	

The SI2, SI3, SI4, SI5, SI8, SI9, GM3, WR3 files are not required to be submitted.